



## 2.3 Records and Confidentiality Policy

### **PURPOSE(S):**

This policy is aimed at all staff working in Little Haven Nursery whether paid or unpaid, whatever their position, role or responsibilities, which includes employees and volunteers.

The information we must hold about registered children and their families and the staff working at the nursery must be treated with confidentiality.

This information is used to meet children's needs, for registers, invoices and emergency contacts. We store all records in locked cabinets with only access to the authorized person and any information shared with the staff team is done on a 'need to know' basis and treated in confidence

### **DESCRIPTION(S):**

#### **The policy is in compliance with:**

- Local Requirements (ADEC).
- UAE Federal Law No. 5 of 1983.
- UAE Federal Law No.3 of 2016 on Child Rights.
- General Data Protection regulation 2008.
- The Statutory Framework for the Early Years Foundation Stage (EYFS) 2014.
- UK Freedom of Information Act 2000.

#### **Documents to be kept confidential are:**

- Contact details and other personal information held about Students, parents and staff and their families.
- Photographs and videos of children.
- Information on a child's progress and performance (assessment and reports).
- Report about a child protection incident.
- Recorded complaints (an opinion about a parents or colleague)
- Financial records of parents.
- Record about disciplinary action taken against a member of staff (warning or dismissal letters).
- Information about serious or confidential medical conditions and information about special educational needs.



**Procedures (our obligation):**

- All staff members are obliged to maintain confidentiality and data protection in the Nursery at all time.
- Parents and staff need to know the boundaries of confidentiality in order to feel safe and comfortable in discussing personal issues and concerns.
- All staff member not to share videos or photos in social media without parent's consent.
- Information will only be shared with the professionals directly involved with a child, parent, or staff member.
- Ensuring that parents have access to files and records of their own children but not to those of any other child, other than where relevant professionals such as the police or local authority children's social care team decide this is not in the child's best interest. (refer to safeguarding policy).
- Storing confidential records in a locked filing cabinet.
- Ensuring issues concerning the employment of staff remain confidential to the people directly involved with making personnel decisions.
- Ensuring staff do not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs.
- The information sharing agreement within organisation is always treated with confidentiality, honesty and respect sharing only necessary and related information for example (a child joining school).
- In case of a child at risk and staff suspecting abuse,  
**our safeguarding/child protection policy will override confidentiality**

*A breach of this policy may be treated as misconduct and could result in disciplinary action including in serious cases, dismissal.*

This policy is reviewed annually by development team.

Revised by: LHN Policy Committee  
Dr. Sandra Zaher, Nursery Principal  
Mrs. Walaa Saleh, Arabic Teacher/CPD Coordinator  
Last reviewed: 18<sup>th</sup> July 2018  
Dr. Sandra Zaher  
Nursery Principal

